



## **Town of Gilbert Backflow Prevention Department**

7/15/2014

### **Backflow Assembly Installation Permit**

The Town of Gilbert Backflow Prevention Department has experienced a procedure change for existing internal and external backflow assembly installations on retrofit, damaged or irreparable backflow assemblies only.

Effective January 1, 2011 it will now be a **requirement** to obtain a **“Construction Permit Application” (Miscellaneous Commercial Permit)** for any backflow assembly installation that falls under the criteria listed above. This permit will be an “over the counter permit”, an application can be obtained at 90 E. Civic Center Drive, Gilbert, Arizona 85296, or at <http://www.gilbertaz.gov/home/showdocument?id=1562>.

The cost of this permit will be **\$93.00**, and can be paid by cash, check, or major credit card only.

The Backflow Prevention Department has a list of standard details on the Town of Gilbert Backflow Prevention web page at:

<http://www.gilbertaz.gov/departments/development-services/plan-review-inspection/inspection-code-compliance/code-compliance/code-compliance-ordinances-backflow-prevention>.

After installation and certification of the backflow assembly please call the Backflow Prevention Department at **480-503-6826** to schedule a “Backflow Inspection”.

#### **Please Note:**

**Excluded from the requirement of a backflow installation permit are:**

**Plumbing associated with new construction, tenant improvement projects, and STOLEN BACKFLOW REPLACEMENT.**

The Town of Gilbert Backflow Prevention Department will no longer be accepting backflow test reports on new backflow assemblies that DO NOT meet the above criteria without a backflow installation permit, and an inspection on the backflow installation.

**A checklist is on the reverse side to better help you with this process. ↓**

Call if you have any further questions.

Thank You,

Town of Gilbert  
Backflow Prevention Department  
480-503-6826  
[togbackflow@gilbertaz.gov](mailto:togbackflow@gilbertaz.gov)

## TOWN OF GILBERT CUSTOMER CHECKLIST FOR BACKFLOW PREVENTION ASSEMBLY INSTALLATIONS

The customer is responsible for arranging for both the installation and testing of the backflow prevention assembly. The installation is to be performed by a contractor licensed by the Registrar of Contractors office.

The following checklist will assist the customer in the backflow assembly installation process. Permit is required for retrofits, damaged and relocated backflow assemblies only.

1. ☐ Obtain the Backflow Assembly Installation Permit Application.
2. ☐ Obtain a copy of the Town of Gilbert standard installation detail pertaining to your project. (Can be obtained online at: <http://www.gilbertaz.gov/eservices/code/default.cfm>).
3. ☐ Obtain the list of recognized backflow assembly testers. (Call for updated list).
4. ☐ Bring the completed Backflow Assembly Application to the Town of Gilbert Community Development building, located at, 90 E. Civic Center Dr. in order to obtain an installation permit. (Check with your contractor, they may take care of this for you).
5. ☐ Complete the installation of the assembly.
6. ☐ Have the assembly tested by a Town of Gilbert recognized backflow assembly testing company. The tester will provide the customer and the Department with a copy of the test results.
7. ☐ Call for an inspection. The inspector must be provided with a copy of the backflow test result form.
8. ☐ A **Failed** inspection: Make any needed corrections noted by the inspector on the inspection correction notice, and recall for inspection.
9. ☐ An **Approved** inspection: Project complete.

If you have any questions or need assistance with this matter, please call the Town of Gilbert Backflow Prevention Department at 480-503-6826.

